

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0869

FLSA: Exempt

CLASSIFICATION TITLE: BATTALION CHIEF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/emergency work functions associated with overseeing operations within an assigned district or division.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Oversees operations within an assigned district or division, which may include fire company operations, training activities, resource management, or other area of assignment.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Coordinates daily work activities; organizes and prioritizes workload; makes work assignments; monitors status of work in progress; inspects completed work.

Ensures staff compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures staff adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with Fire Chief, Deputy Fire Chief, outside agencies, and other officials as needed to review department activities, provide incident status/progress, resolve problems, and receive advice/direction.

Communicates with dispatchers, other departments, law enforcement officials, hospital personnel, ambulance personnel, property owners/occupants, patients, family members, utility companies, vendors, civic organizations, schools, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Assignment to fire company operations includes directing all operations of fire companies in assigned district; prepares logs/reports of shift activities; reviews documentation completed by staff members; oversees inspection, testing and stocking of fire vehicles and equipment; orders/maintains inventory of supplies; coordinates/conducts department training activities; ensures performance of building/equipment maintenance tasks.

Ensures fire stations and personnel maintain a state of readiness/preparation for emergency response; monitors city radio traffic; checks/maintains stock of equipment and supplies on fire vehicles and in fire station.

Responds to emergency calls for fire suppression, medical assistance, hazardous materials incidents, rescues, auto accidents, natural disasters, and other emergency situations; provides protection of life/property against fire; provides basic life support for medical/trauma patients.

Serves as incident commander at emergency scenes; supervises fire fighting and search/rescue operations; assesses emergency calls to determine need for additional assistance; assigns backup companies and crews to specific tasks; secures incident scenes.

Performs fire fighting duties as needed; drives/operates fire vehicles/apparatus; locates water supplies; lays out, maneuvers, disconnects, and rolls hoses; operates pumps and directs stream of water or chemicals onto fire; suppresses, controls, and extinguishes fires; climbs ladders of various heights to access upper levels of buildings and to perform rescue operations; ventilates smoke and gas from buildings; establishes openings in buildings for entrance or ventilation.

Performs search, rescue, extrication of victims, and forcible entries; assists individuals from burning structures.

Mitigates spills and releases of hazardous materials; implements site safety and control plan; controls, contains and/or confines hazardous substances; coordinates containment and cleanup activities with other agencies as appropriate.

Initiates salvage and overhaul functions; coordinates cleanup activities.

Conducts fire investigations; gathers information and preserves evidence of arson; assists in identifying cause of fires; estimates damage caused by fire for insurance purposes.

Investigates accidents/injuries involving fire department staff or equipment.

Coordinates timely inspections of buildings and hydrants.

Administers basic life support to sick/injured persons; assesses nature and extent of illness/injury; takes, records, and monitors patient's vital signs; administers initial treatment at emergency scene; performs invasive and non-invasive procedures on patients with life-threatening conditions, per established procedures or as authorized/directed by physicians.

Supervises cleaning, laundry, housekeeping and repair work associated with maintaining fire station, grounds and related facilities, which may include cleaning station rooms, cleaning bathrooms, cleaning kitchen and appliances, washing windows, sweeping/mopping floors, mowing/edging grass, preparing meals, and disposing of trash; operates related equipment.

Assignment to resource management includes budget development; prepares fire department budgets and monitors budget performance; reviews invoices and approves expenditures; prepares written specifications for equipment purchases; directs record maintenance of contributions deposited into financial institutions; oversees collection reports and transport of moneys to city treasurer.

Assignment to resource management includes directing activities of the maintenance division and supply division; ensures completion of maintenance work; coordinates pickup/delivery of materials.

Assignment to training division includes coordinating training activities and ensuring that all fire fighters receive appropriate training; reviews training programs/schedules with department managers; conducts state school certification programs; conducts basic fire fighting training and physical ability testing; conducts pump and aerial certification courses; conducts drill tower evolutions; prepares/conducts specialized courses for public/private agencies; participates in career day programs at local schools; maintains records of training activities;

Operates or utilizes various fire fighting and emergency medical equipment, tools, and supplies, which may include a motor vehicle, fire engine/pumper, aerial ladder truck, pump apparatus, generator, air compressor, hoses, nozzles, connectors, hydrants, ladders, extinguisher, self-contained breathing apparatus, fans, extrication tools, chain saw, hydraulic tools, air lift bags, mechanic tools, axe, pry bar, rake, shovel, portable lights, battery charger, air monitoring equipment, blood pressure cuff, defibrillator, oxygen regulator, backboard, stethoscope, thermometer, diagnostic medical equipment, gauges, television, VCR, camcorder, projector, radio communications equipment, copier, calculator, and facsimile machine.

Supervises and performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, checking fluid levels, replacing fluids, refilling tanks, bleeding air brakes, draining air tanks, changing batteries, greasing equipment, washing/cleaning equipment, cleaning work areas, sanitizing medical contamination areas, and removing/disposing of bio-hazard waste; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Oversees/maintains inventory levels of departmental supplies; initiates orders for new or replacement materials.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, or other software programs.

Assists in developing and implementing departmental budget; makes budget recommendations; monitors expenditures.

Assists in developing and implementing long and short term plans and goals for the department.

Performs research functions as needed.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, logs, lists, schedules, fire/medical incident reports, pre-fire plan drawings, requisitions, accident/injury reports, billing statements, training reports, training certificates, inspection reports, attendance records, performance appraisals, budget reports, purchase requests, or other documents.

Receives various forms, reports, correspondence, orders, logs, schedules, attendance records, job applications, time sheets, invoices, receipts, budget reports, training reports, safety reports, pre-fire plans, maintenance records, drawings, maps, water flow charts, manuals, policies, procedures, catalogs, reference materials, training materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Prepares departmental files; maintains file system of departmental records.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary.

Communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Reports unusual or problem situations.

Provides education to the public concerning fire safety and fire prevention; conducts tours of fire engines and station; attends fire drills, fire inspections, and pre-fire surveys.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional

affiliations; attends shift meetings, training sessions, workshops and seminars as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in fire fighting and emergency medical technology programs; supplemented by six (6) to nine (9) years previous experience and/or training that includes fire administration, fire fighting, and basic emergency medical technology in a supervisory capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Certified Fire Fighter certification. Must possess and maintain valid Tennessee First Responder certification. Must possess and maintain valid Emergency Medical Technician certification. Must possess and maintain valid Hazardous Materials Technician certification. Must possess and maintain valid Engine Driver/Pump Operator Certification. Must possess and maintain a valid Tennessee Commercial Driver's License (CDL) including appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, hazardous materials, violence, disease, pathogenic substances, fire, smoke, unsafe structures, heights, and confined spaces.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.